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THE HISTORICAL RECORD OF THE
PROCUREMENT AND SUPPLY OFFICE

Complete text
FY 1946 - FY 1952 (May 1953)

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PART I

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The Historical Record of the
Procurement and Supply Office

Introduction

"The Historical Record of the Procurement and Supply Office" is a complete, chronological story of the mission, functions, organization and growth of the procurement and supply activities.

The material in the Record was obtained from review and analysis of the voluminous files, reports and other records in the files of the Agency and the Procurement and Supply Office. In the early years of operation, because of frequent shifting of procurement and supply activities among the offices of the Agency, reorganizations of the activity, and the changes in mission, complete and exact material, particularly as to growth statistics, was not readily available. In recent years, however, such material was found to be more complete and exact.

The Record is by years from Fiscal Year 1946 to Fiscal Year 1952 inclusive, and each year is handled as a separate chapter. Each chapter sets forth the authority under which the office operates, together with a statement of the overall mission and the functions necessary to perform such a mission. The organization of the office, including in some years proposed changes or reorganization, is then set forth in chart form. This is followed by pertinent statistics as to number of personnel on duty, amount of material purchased, the dollar cost of operations, and the dollar amount spent on material. In some years, when special or unusual projects or activities occur, the chapter contains information on the magnitude and scope of such projects.

The final chapter sets forth a general, overall statement of the Procurement and Supply Office. Current functions and activities of all divisions within the Procurement and Supply Office are enumerated, as well as the concept of this Office, including what, why, and how it has been done. In addition, the chapter indicates the original concept of the Procurement and Supply Office, its position at the present moment, and what is yet to be done. Also included is the organizational chart of the Procurement and Supply Office as of 30 June 1952, together with the key personnel.

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PART II

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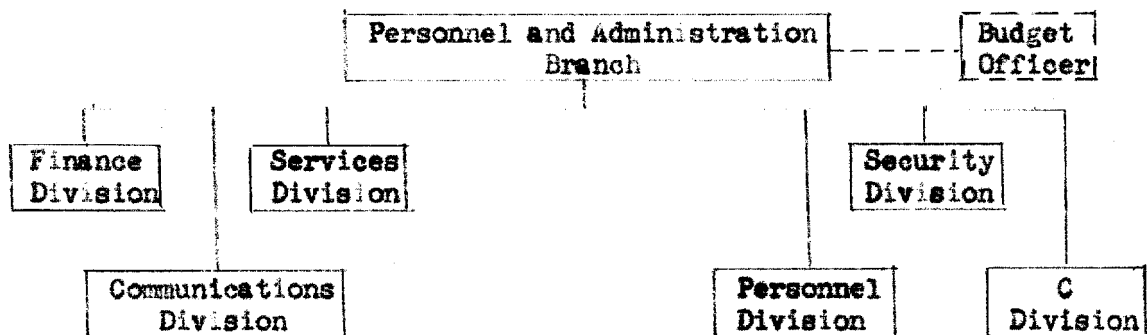
The Historical Record of the
Procurement and Supply Office

Fiscal Years 1946-1947

Authority:

By Executive Order, dated 20 September 1945, all functions of the Office of Strategic Services, except for those elements absorbed by the Departments of the Army, Navy, and State, were transferred to the Strategic Service Unit. On 22 January 1946, a Presidential Directive created the National Intelligence Authority and vested in this body the authority to set up the Central Intelligence Group. By 20 October 1946 the Strategic Service Unit had been liquidated and absorbed into the Central Intelligence Group. Heretofore the Strategic Service Unit had been jointly supported by the Departments of the Army and State. In the organizational structure of C.I.G., procurement and supply was placed under the Executive, Personnel and Administration Branch, in the Services Division.

Central Intelligence Group



Services Division

Mission:

The mission of the Services Division is to direct and supervise all procurement activities of the Agency, including vouchered and un-vouchered purchasing. It establishes supply programs; controls requisitions for supplies and equipment; negotiates contracts for space outside of Washington; is responsible for and handles all utilities contracts; maintains all buildings assigned to the Agency by the Public Buildings Administration; supervises and directs the activities of the Supply, Reproduction, Transportation, and Property Sections.

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Supply Section

Functions:

The breakdown of the Supply Section, of the Services Division, into its component parts and their functions is as follows:

a. Office of the Chief:

The Office of the Chief determines questions of policy affecting procurement; supervises the procurement, storage, issue, and shipment of all materiel required within the continental limits of the United States, whether intended for domestic or overseas use, including materiel which is considered to be of a secret or confidential nature; originates requests for cargo shipments for overseas missions.

b. Procurement:

This unit procures all general and specialized supplies and equipment; purchases in the open market, or from existing contracts when the cost is less than \$2,000; procures from the Department of the Army and other governmental sources of supply; maintains control of all requisitions for materiel.

c. Contract:

This unit negotiates all contracts, leases, and services other than personnel, and processes contracts covering utilities.

d. Storage and Issue:

It stocks, issues, and delivers general office supplies and equipment; maintains perpetual inventory of stocks on hand; maintains stocks of operational equipment and supplies procured from unvouchered funds; receives and delivers all materiel procured by the Procurement Section; packs and crates; and arranges for shipment of supplies and equipment.

e. Miscellaneous:

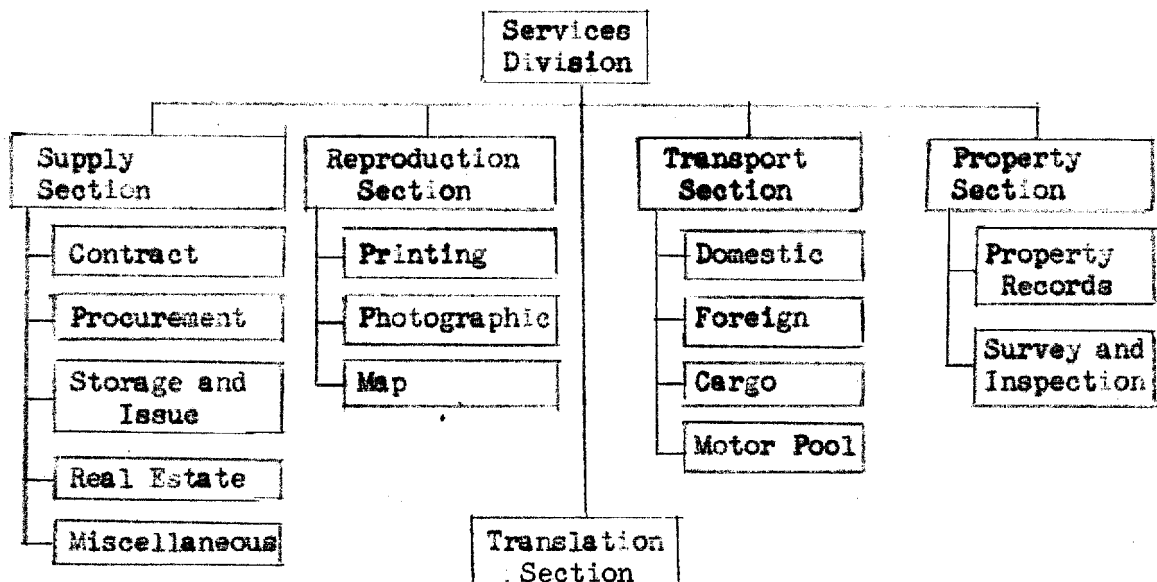
It maintains and repairs office equipment in use throughout the Agency; performs such other services required of the Supply Section which do not fall under the jurisdiction of anyone in the aforementioned sections.

f. Real Estate:

It maintains buildings assigned to the Agency by the Public Buildings Administration, including repairs and alterations; procures utilities required by the Central Intelligence Group in Washington not

under the jurisdiction of the Public Buildings Administration; controls space utilization and prepares monthly space reports for the Public Buildings Administration and the War Department; directs all internal physical moves of Central Intelligence Group offices in Washington.

Central Intelligence Group



Property Section

Mission:

The Property Section establishes such policies as may be required to control the accountability of all non-expendable property regardless of source or nature of funds used in the procurement of such property; directs and supervises the maintenance of proper records for all property owned or controlled by the Agency.

Functions:

The breakdown of the Property Section, of the Services Division, into its component parts and their functions is as follows:

a. Office of the Chief:

The Office of the Chief formulates, directs and implements such policies and procedures as may be required in connection with property

accountability for all Central Intelligence Group property, regardless of source or the nature of funds used in procurement; directs the maintenance of proper records relating to accounts of all property owned or controlled by the Agency.

b. Property Records:

This unit maintains records of all non-expendable property purchased, assigned or transferred to Central Intelligence Group.

c. Survey and Inspection:

It conducts book and physical inventory audits periodically; conducts investigations and inspections when required to establish financial responsibility in connection with the loss, destruction, damage to or theft of Government property. (See chart on next page.)

Strategic Service Unit

Personnel:

As of 11 August 1945, key personnel in the Procurement and Supply Branch were as follows: 25X1

Chief
Assistant Chief
Contract Division
Purchase and Supply Division
Special Procurement Division
Military Supply Division



Central Intelligence Group Personnel Order No. 3, dated 17 April 1946, appointment of [redacted] Administrative Officer. 25X1

Central Intelligence Group Personnel Order No. 14, dated 11 September 1946, appointment of [redacted] Chief, Services Division, Deputy Executive for Personnel and Administration. 25X1

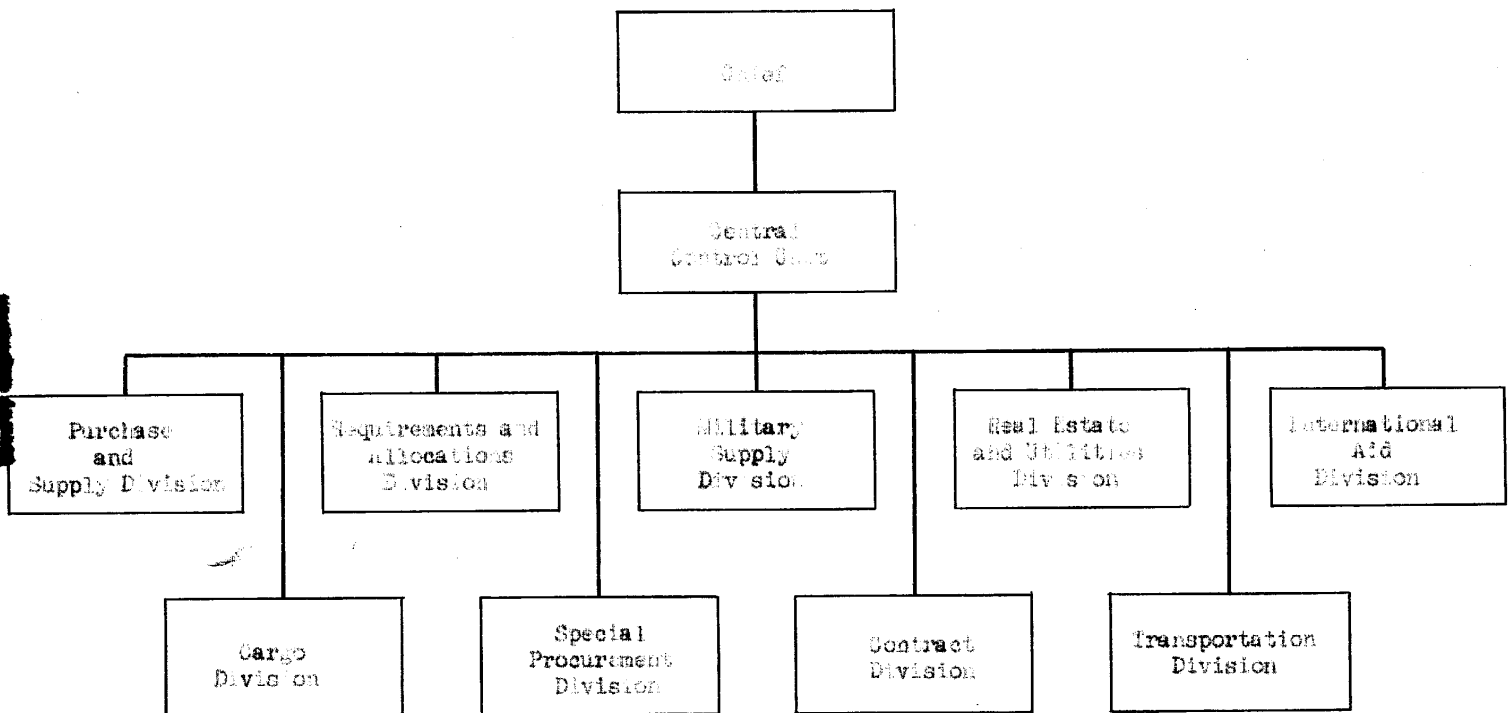
Branch Personnel:

	Contract Term. Section	Surplus Property Section	Office of Chief	Real Est. & Util. Section	Purchase & Supply Section	Office Services Section	Total
1 July 1946	Personnel	P&S - Washington (Including Office of Chief)					62
1 May 1946	5	28	3	13	20	23	92
1 Apr 1946	11	33	3	12	22	24	105
1 Mar 1946	12	22	4	14	21	20	93
1 Feb 1946	24	40	4	16	17	31	132
1 Jan 1946	25	57	4	17	17	25	146
1 Dec 1945	P&S - Washington (Incl. Cent. Mail Room & Courier Ser.)						173
1 Nov 1945	"	"	"	"	"	"	169
1 Oct 1945	"	"	"	"	"	"	199

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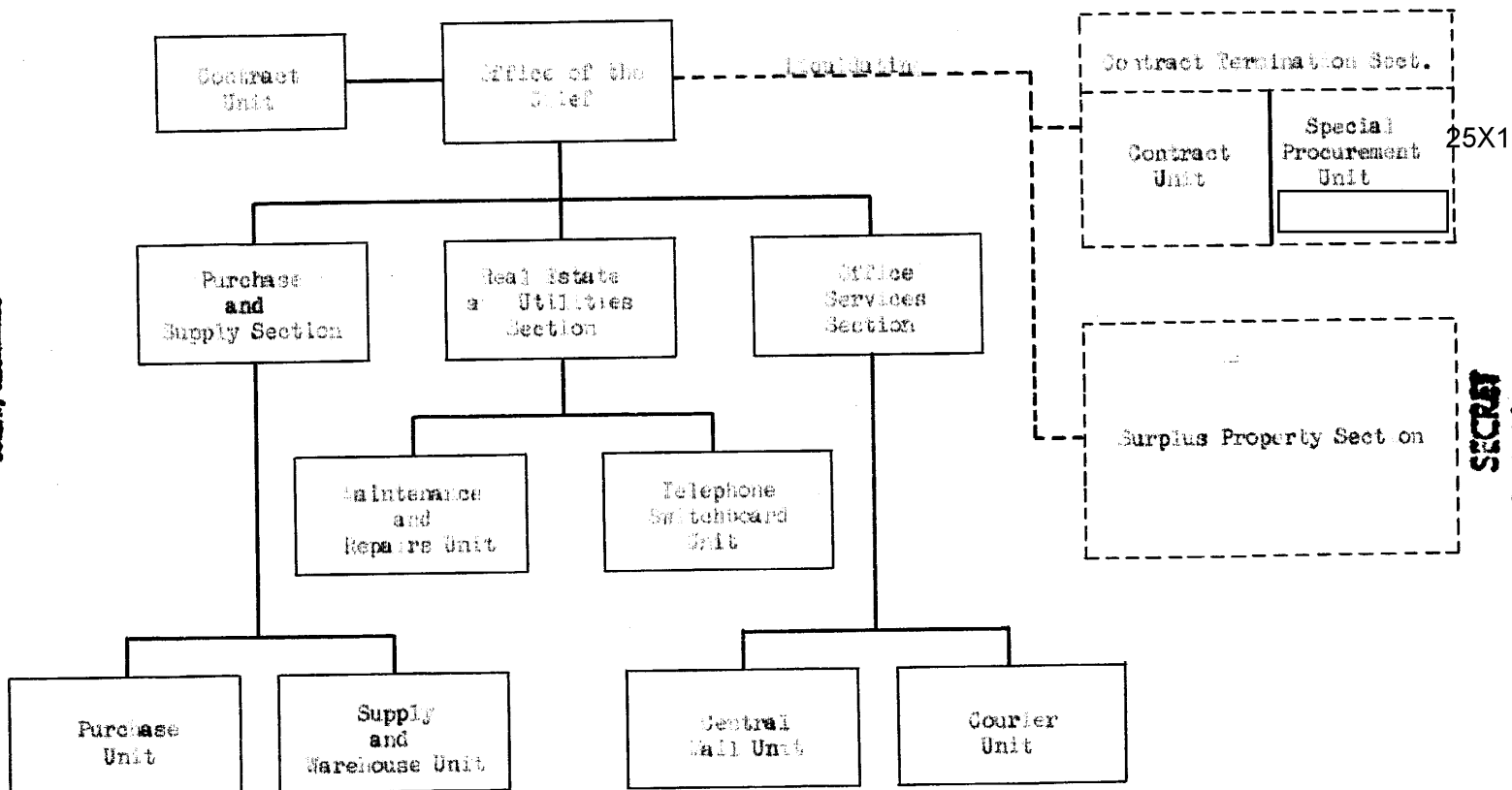
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Central Intelligence Group
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Fiscal Years 1946-1947



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Organizational Chart
 Strategic Service Unit - Procurement and Supply Branch
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 Fiscal Years 1946-1947



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Approved Table of Organization
Fiscal Year 1947

<u>Executive for</u> <u>Personnel and Administration</u>	<u>Positions</u>	<u>Services Division</u>	<u>Positions</u>
Office of Chief	4	Office of Chief	5
Finance Division	115	Supply Section	75
Services Division	175	Reproduction Section	54
Personnel Division	73	Transportation Section	41
Security Division	36	Property Section	18
Communications Division	270		
Covert Division	<u>25</u>		
Total	498	Total	<u>175</u>

Personnel on duty - Services Division - 30 June 1947 148

Strategic Service Unit

Accomplishments:

From VJ Day to 15 August 1945, the Strategic Service Unit terminated 66 contracts, with a monetary value of \$5,058,648.35. By 1 July 1946, 67 contracts had been completely settled, with a monetary value of \$4,407,568.48. The net saving as a result of terminations and negotiations was \$2,363,071.54.

During the month of October 1945 and for a period thereto, approximately \$3,000,000 worth of property had been declared surplus. The Cargo Transportation Division received on return shipments approximately 200,000 pounds of materiel to be disposed of as surplus.

<u>Month</u>	<u>Procurement</u> <u>Documents</u> <u>Processed</u>	<u>Total</u> <u>Dollar</u> <u>Value</u>	<u>Total Work Orders</u> <u>Real Estate and</u> <u>Utilities Section</u>
June 1946	283	\$23,869.62	\$3,425
May 1946	288	14,234.46	3,150
Apr. 1946	268	11,139.72	3,850
Mar. 1946	351	26,443.72	3,808
Feb. 1946	322	19,159.95	5,122
Jan. 1946	321	12,242.85	4,410
Dec. 1945	177	17,998.75	2,900
Nov. 1945	325	17,393.08	NA
Oct. 1945	358	17,847.37	NA

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Supply Section
Personnel
Fiscal Year 1947

<u>Month</u>	<u>Office of the Chief</u>	<u>Contract Unit</u>	<u>Procurement Unit</u>	<u>Storage Issue</u>	<u>Real Est. and Unit</u>	<u>Appl. and Util. Mainte- nance</u>	<u>Total</u>
July 1946							
Aug. 1946							
Sept. 1946							
Oct. 1946							
Nov. 1946							
Dec. 1946	3	2	8	36	2	1	52
Jan. 1947	3	3	8	36	3	1	54
Feb. 1947	3	3	9	39	3	2	60
Mar. 1947	4	3	9	43	4	2	65
Apr. 1947	4	3	9	43	4	2	65
May 1947	4	3	10	43	4	2	66
June 1947	4	3	10	41	4	2	64

Supply Section
Procurement Unit - Contract Unit
Fiscal Year 1947

<u>Month</u>	<u>Requisitions Received</u>	<u>Requisitions Completed</u>	<u>Procurement Documents Issued</u>	<u>Total Monies Expended</u>
July 1946				
Aug. 1946				
Sept. 1946				
Oct. 1946				
Nov. 1946				
Dec. 1946	240	NA	436	\$208,447.81
Jan. 1947	286	209	380	173,786.04
Feb. 1947	376	277	532	97,816.83
Mar. 1947	383	298	697	129,240.02
Apr. 1947	403	301	620	155,004.38
May 1947	68	286	726	187,261.25
June 1947	<u>380</u>	<u>333</u>	<u>797</u>	<u>251,321.99</u>
Total	2,536	1,704	4,188	\$1,202,878.32

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Special Purchases
(Covert)
Fiscal Year 1947

<u>Month</u>	<u>Requisitions Received</u>	<u>Documents Processed</u>	<u>Items Purchased</u>	<u>Expenditures</u>
July 1946				
Aug. 1946				
Sept. 1946				
Oct. 1946				
Nov. 1946				
Dec. 1946	5	7	46	\$6,180.38
Jan. 1947	8	7	27	684.06
Feb. 1947	9	16	26	2,249.00
Mar. 1947	9	22	20	1,972.19
Apr. 1947	13	30	62	4,376.43
May 1947	19	52	179	4,821.26
June 1947	<u>21</u>	<u>25</u>	<u>52</u>	<u>3,073.00</u>
Total	84	159	414	\$23,356.32

Supply Section
Storage and Issue Unit - Communications
Fiscal Year 1947

<u>Month</u>	<u>Req. Received</u>	<u>Req. Com- pleted</u>	<u>Pur. Orders Rec'd</u>	<u>Ship- ment Requests</u>	<u>Ship- ments Accomp.</u>	<u>Total Weight Shipped</u>	<u>Number Cases Shipped</u>
July 1946							
Aug. 1946							
Sept. 1946							
Oct. 1946							
Nov. 1946							
Dec. 1946	141	89	135	NA	38	56,468	103
Jan. 1947	253	NA	277	NA	51	58,548	NA
Feb. 1947	230	NA	328	NA	54	127,469	NA
Mar. 1947	308	NA	427	NA	69	65,050	NA
Apr. 1947	323	214	608	NA	74	183,814	NA
May 1947	320	457	408	NA	180	109,157	5,438
June 1947	<u>324</u>	<u>321</u>	<u>639</u>	NA	<u>163</u>	<u>118,167</u>	<u>4,236</u>
Total	1,899	1,081	2,822		629	718,673	9,777

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Supply Section
Storage and Issue Unit
Fiscal Year 1947

<u>Month</u>	<u>Appliance Maintenance</u>							<u>Office Supplies</u>	
	<u>Est.\$</u>			<u>Transactions</u>		<u>Items</u>		<u>Units</u>	
	<u>Req.</u>	<u>Req.</u>	<u>Overhauls</u>	<u>Non-</u>		<u>Non-</u>		<u>Non-</u>	
	<u>Rec.</u>	<u>Comp.</u>	<u>Repairs</u>	<u>Exp.</u>	<u>Exp.</u>	<u>Exp.</u>	<u>Exp.</u>	<u>Exp.</u>	<u>Exp.</u>
July 1946									
Aug. 1946									
Sept. 1946									
Oct. 1946									
Nov. 1946									
Dec. 1946	39	21	\$741.81	312	203	2,009	591	155,379	3,661
Jan. 1947	46	36	345.58	379	186	4,104	1,610	347,620	1,718
Feb. 1947	49	51	537.51	448	326	3,345	971	362,189	3,535
Mar. 1947	56	57	960.00	467	298	3,624	823	813,849	3,155
Apr. 1947	52	56	1008.65	485	313	3,736	856	385,326	2,248
May 1947	52	52	1105.00	552	329	4,144	1,133	607,785	5,281
June 1947	39	45	986.40	576	178	4,275	851	1,463,728	5,440
Total	333	318	5,684.95	3219	1,833	25,237	6,835	4,135,876	25,038

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